

**BY ORDER OF THE CHIEF,  
NATIONAL GUARD BUREAU**



**MANPOWER STANDARD 43A0T6**

**1 JULY 2001**

***Manpower Standard***

**SECURITY FORCES SUPPLY AND  
MUNITIONS MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 204th Security Forces Squadron, Ft Bliss, TX. This ANGMS applies to the 204th Security Forces Squadron, Supply and Munitions Management mission only. This standard applies to peacetime operations only. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Security Forces Support function. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson ANG Base, TN 37777-6283.

## **1. STANDARD DATA.**

1.1. Approval Date: 1 July 2001.

1.2. Man-hour Data Source: Operational Audit method (historical record and technical estimate techniques).

1.3. Standard Man-hour Equation:  $Y = 43.76 + 3.103X$ .

1.4. Workload Factor.

1.4.1. Title: Total Military Population Supported.

1.4.2. Definition: The average monthly military authorizations supported within the 204th Security Forces Squadron.

1.4.3. Source: Unit Manning Document (UMD) (34 Command File Part B) maintained by ANG/XPMM.

1.4.4. Points of Contact.

1.4.4.1. Functional: Major Daniel Steiner, ANG/204SFS

1.4.4.2. Manpower: Mr. Steve Griffith, ANG/XPME

## **2. APPLICATION INSTRUCTIONS.**

2.1. Step 1. Man-hour Equation. Apply the man-hour equation in Paragraph 1.3., to determine required man-hours.

2.2. Step 2. Man-hour Availability Factor (MAF). Divide the resulting man-hours by the appropriate MAF times the overload factor.

2.3. Step 3. Upper and Lower Extrapolation Limits:

2.3.1.  $Y_U = 485.28$ .

2.3.2.  $Y_L = 291.17$ .

Step 4. Air Force Specialty Codes (AFSC) Requirement. Use the Manpower Table Attachment 3 to determine required AFSCs.

**3. STATEMENT OF CONDITIONS.** The conditions listed below had no affect on the development of this standard: minimum response rates, minimum manpower levels, standardized crew complements, safety considerations, aircraft turn-around time, length of waiting periods, levels of backlog and hours of operation.

DANIEL JAMES III, Lieutenant General, USAF  
Director, Air National Guard

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

AFI 38-201, *Determining Manpower Requirements*

AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

AFMS 00AA, *Standard Indirect Description*

*Abbreviations and Acronyms*

**ADP** - Automated Data Product

**AF** - Air Force

**AFSC** - Air Force Specialty Codes

**ANG** - Air National Guard

**ANGMS** - Air National Guard Manpower Standard

**DIFM** - Due-In-From-Maintenance

**DoD** - Department of Defense

**DRMO** - Defense Reutilization and Marketing Office

**FEDLOG** - Federal Logistic Data

**FMB** - Financial Management Board

**FOB** - Found on Base

**MAF** - Man-hour Availability Factor

**MDR** - Material Deficiency Report

**MEP** - Management Engineering Program

**POD** - Process Oriented Description

**ROD** - Report of Discrepancy

**SBSS** - Standard Base Supply system

**SF** - Standard Form

**SRD** - Standard Reporting Designator

**TA** - Table of Allowance

**TCTO** - Time Compliance Technical Order

**TDY** - Temporary duty

**UMD** - Unit Manning Document

**UND** - Urgency of Need Designator

**UTA** - Unit Training Assembly

### *Terms*

**Air National Guard Manpower Standard (ANGMS).** A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

**Man-hour.** A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period of time equal to 60 minutes.

**Manpower Standard.** The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

**Process Oriented Description.** A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

## Attachment 2

**PROCESS ORIENTED DESCRIPTION  
SUPPLY AND MUNITIONS MANAGEMENT**

**Table A2.1. Listing of Functional Processes.**

1.	MATERIEL CONTROL.
1.1.	PERFORMS MATERIEL CONTROL OPERATION.
1.1.1.	IMPLEMENTS DIRECTED CHANGE. Implements change in procedure and method as directed by Chief of Supply or necessitated by change in directive.
1.1.2.	MONITORS MANAGEMENT LISTING.
1.1.2.1.	REVIEWS REPORT AND STATISTICAL DATA. Reviews report and statistical data (to include supply listing R52, D04, R31, M30, R26, R20, and M06) for the purpose of evaluating work center status and identifying exception or trend that requires management action.
1.1.2.2.	TAKES CORRECTIVE ACTION. Takes necessary action to correct discrepancy identified in management listing.
1.1.3.	DIRECTS SPECIAL REQUIREMENT.
1.1.3.1.	ANALYZES REQUIREMENT. Analyzes special customer requirement to determine the most effective, efficient, and proper processing.
1.1.3.2.	COORDINATES REQUIREMENT. Coordinates special requirement through organization.
1.2.	FUNCTIONS AS SUPPLY LIAISON.
1.2.1.	ADVISES ON OVERALL SUPPLY SITUATION. Advises supervisor and staff of the overall supply situation and makes recommendation for improvement of supply support.
1.2.2.	DETERMINES ISSUE EFFECTIVENESS. Reviews and maintains report from standard and nonstandard supply system to track supply status and to determine issue effectiveness.
1.2.3.	FORECASTS SUPPLY REQUIREMENT. Compiles unit input to the ANG/LGS (SA)-7402 Budget Report, and submits document to the supporting Standard Base Supply System (SBSS).

1.2.4.	ASSISTS IN PROCESSING MATERIAL DEFICIENCY REPORT (MDR) EXHIBIT.
1.2.5.	TAKES SUPPLY DIFFICULTY ACTION.
1.2.6.	MONITORS DUE-IN-FROM-MAINTENANCE (DIFM) ITEM PROGRAM. Reports status and/or location change of DIFM item.
1.2.7.	COORDINATES TIME COMPLIANCE TECHNICAL ORDER (TCTO) KIT. Coordinates with SBSS to insure timely requisitioning and delivery of TCTO kit or item.
1.2.8.	VALIDATES STANDARD REPORTING DESIGNATOR (SRD) CODE. Validates and updates code for new and established equipment.
1.3.	PERFORMS DEMAND PROCESSING ACTIVITY.
1.3.1.	PROCESSES ISSUE REQUEST. Receives supply item request, contacts work center to cross check part number and stock number, and determines supply item status if not in Core Automated Maintenance System (CAMS) or Supply Interface System.
1.3.1.1.	VERIFIES URGENCY OF NEED DESIGNATOR (UND) "A".
1.3.1.2.	VERIFIES UND "B".
1.3.2.	ASSISTS WORK CENTER TO RESEARCH INDICATIVE DATA.
1.4.	MAINTAINS BENCH STOCK.
1.4.1.	FORWARDS BENCH STOCK ISSUE REQUEST TO SBSS OR ORDERS THROUGH CAMS AND CHECKS FOR ACCURACY.
1.4.2.	PERFORMS MONTHLY INVENTORY.
1.5.	MANAGES EQUIPMENT.
1.5.1.	RECEIVES EQUIPMENT REQUEST, REVIEWS FOR ACCURACY, AND FORWARDS TO SBSS.
1.5.2.	PROCESSES EQUIPMENT REQUEST FOR NEW AUTHORIZATION.
1.5.2.1.	ESTABLISHES ORGANIZATIONAL SHOP CODE IN ACCORDANCE WITH ANG OR SBSS GUIDANCE.
1.5.2.2.	ASSISTS EQUIPMENT CUSTODIAN TO ESTABLISH CUSTODY RECEIPT ACCOUNT FILE.

1.5.3.	MAINTAINS TABLE OF ALLOWANCE (TA).
1.6.	MANAGES MATERIAL.
1.6.1.	PROCESSES INCOMING SUPPLIES AND EQUIPMENT.
1.6.1.1.	RECEIVES SUPPLIES AND EQUIPMENT. Travels to SBSS to pick-up material. Inspects material and verifies accuracy. Processes warranty/guarantee item if required. Returns to work center.
1.6.1.2.	RECEIVES DIRECT SHIPMENT. Receives direct shipment from depot, processes property and forwards receiving document to SBSS. Processes damaged property as required.
1.6.2.	SHIPS OUTGOING SUPPLIES AND EQUIPMENT.
1.6.2.1.	RECEIVES MATERIAL FROM WORK CENTER.
1.6.2.2.	PREPARES MATERIAL FOR TRANSPORT.
1.6.3.	STORES SUPPLIES AND EQUIPMENT.
1.6.4.	PROCESSES REPAIRABLE ASSET.
1.6.5.	MONITORS REUSEABLE CONTAINER PROGRM.
1.6.6.	PROCESSES CONDEMNED ITEM. Prepares documentation to turn in item to Defense Reutilization and Marketing Office (DRMO).
2.	TECHNICAL PUBLICATION MANAGEMENT.
2.1.	MAINTAINS TECHNICAL CORRESPONDENCE.
2.2.	MAINTAINS FEDERAL LOGISTIC DATA (FEDLOG) COMPACT DISC FILE.
2.3.	FILES AND DISTRIBUTES AUTOMATED DATA PRODUCT (ADP) LISTING.
3.	CLOTHING AND INDIVIDUAL EQUIPMENT MAINTENANCE.
3.1.	ORDERS ORGANIZATIONAL CLOTHING AND EQUIPMENT.
3.2.	ISSUES CLOTHING. Receives, validates, and backorders request.
3.3.	PROCESSES SEPARATION OF INDIVIDUAL.

3.4.	PROCESSES ITEM FOR OFF-BASE REPAIR/CLEANING.
4.	INSPECTION.
4.1.	PERFORMS RECEIPT INSPECTION.
4.2.	PERFORMS TURN-IN INSPECTION. Performs travel, documentation, tagging, and coordinating.
4.3.	SCHEDULES AND MAINTAINS SURVEILLANCE PROGRAM. Conducts review of storage location and material handling procedures. Inspects warehouse for compliance with storage regulations.
4.4.	INSPECTS FOUND-ON-BASE (FOB) PROPERTY. Verifies correct identification and forwards to SBSS.
4.5.	INSPECTS MAINTENANCE FUNCTIONAL CHECK ITEM. Receives and reviews listing identifying any item requiring an extensive functional check prior to installation.
5.	ORGANIZATIONAL REFUSAL. Initiates organizational refusal to ensure that incorrectly labeled or damaged merchandise is properly disposed of and the proper form is forwarded to Document Control for reverse-post action or turn in.
6.	SCRAP PROPERTY DISPOSAL. Separates and segregates scrap and prepares a Department of Defense (DD) Form 1348-1, <i>DOD Single Line Item Release/Receipt Document</i> , with proper certification and inspection signature or stamp for scrap property meeting authorized criteria and forwards DD Form 1348-1, with property, to SBSS.
7.	REPORT OF DISCREPANCY (ROD). Prepares Standard Form (SF) 364, <i>Report of Discrepancy</i> , for damaged or misidentified property or hazardous material without safety data sheet; SF 361, <i>Transportation Discrepancy Report</i> , for improper packing; SF 368, <i>Quality Deficiency Report (Category II)</i> , for material that does not meet specification; attaches a copy of the discrepancy to the DD Form 1348-1 and conducts follow-up action.
8.	MUNITIONS MANAGEMENT. Forecasts, requisitions, receives, inventories, documents, and stores munitions for all weapon types.
8.1.	FORECASTS MUNITIONS.
8.2.	REQUISITIONS MUNITIONS.
8.3.	RECEIVES MUNITIONS.



8.4.	PERFORMS INVENTORY.
8.5.	DOCUMENTS INFORMATION.
8.6.	TRANSPORTS MUNITIONS TO STORAGE.
8.7.	MONITORS DAILY STATUS OF MUNITIONS.
8.8.	COORDINATES MUNITIONS WITH APPROPRIATE AGENCIES.
9.	HAZARDOUS WASTE MANAGEMENT.
9.1.	DISPOSES OF WEIGHT/BOX BATTERIES.
9.2.	INITIATES DOCUMENTATION FOR TURN-IN.
9.3.	TRANSPORTS HAZARDOUS WASTE ITEM AND DOCUMENTATION TO SUPPLY.
9.4.	LOADS BATTERIES AND TRANSPORTS.
9.5.	COMPLETES DOCUMENTATION AND FILES.
9.6.	MONITORS HAZARDOUS WASTE.
9.6.1.	ATTENDS ANNUAL HAZARDOUS WASTE TRAINING.
9.6.2.	UPDATES APPOINTMENT LETTER.
9.6.3.	MAINTAINS WASTE COLLECTION POINT.
9.6.4.	PERFORMS SAFETY DEBRIEF.
10.	TEMPORARY DUTY (TDY) TRAVEL. Performs TDY travel to perform official job-oriented duty.
11.	UNIT TRAINING ASSEMBLY (UTA) AND MOBILITY. Performs planning and scheduling task associated with preparation for UTA and mobility requirement.
12.	INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meeting, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA, <i>Standard Indirect Description</i> , for the standard indirect description.

## Attachment 3

## MANPOWER TABLE

Table A3.1. Standard Manpower Table.

WORK CENTER/FAC SFS Supply and Munitions Mgt FAC/43A0T6		APPLICABILITY MANHOUR RANGE 291.17 – 485.28					
Air Force Specialty Title	AFSC	Grade	Manpower Requirement				
Supply Mgt Craftsman	2S071	AGR	1	1			
Supply Mgt Journeyman	2S051	AGR	1	1			
Munitions System Journeyman	2W051	AGR	0	1			
Total			2	3			

**NOTE.** AFSCs may be adjusted at the discretion of the Commander.